

ICM Frequently Asked Questions

What is ICM?

ICM stands for the Institute for Court Management. It is the educational arm of the National Center for State Courts (NCSC).

What is the length of the Maryland Judiciary's ICM program?

The ICM program will take four years to complete, with three courses offered each year.

How many courses comprise the program?

There are twelve courses. Each one is three days in length.

Where and when will the courses be held?

All courses will be held at the Judicial College Education & Conference Center in Annapolis. The 2019 dates are listed in the application materials.

Who will be the instructors?

Each instructor will be a Maryland Judiciary employee who has been certified as an instructor by ICM.

Must I attend each course?

In order to graduate, all courses must be taken in their entirety.

What if I miss a day?

If you miss part of a day, a full day, or the entire three-day course, you must make up the entire course the next time it is offered.

May I apply if I am a supervisor?

Yes. Applicants must be a lead worker, supervisor, or manager.

Are state, county, and city-paid employees of the Judiciary eligible to apply?

Yes.

Do I have to pass an assessment after each course?

Students must complete an assignment during or after each course. (Not pass/fail)

Is there a monetary bonus attached to the ICM program?

There is no monetary compensation attached to the completion of the ICM program.

Where do I find the application form and instructions?

The application form and instructions are found on the ICM web page.

Do I have to type my essay?

It is preferred that you type and sign your essay.

What is the application deadline?

All applicant materials must be submitted through the ICM web page no later than October 23, 2018, by midnight. Applications submitted on October 24 or later will not be accepted.

ICM Frequently Asked Questions Continued

May I fax or e-mail my application?

No. Applications must be submitted through the ICM web page.

The person writing my letter of recommendation would like to e-mail it separately from my application and essay. Where should it be sent?

Please ask the person to e-mail it to Nancy.Kline@mdcourts.gov

May I apply to CS/MC and ICM at the same time?

No. If both programs are soliciting applications at the same time, you may only apply to one program.

What are the differences among the CS/MC program, the ICM program, and the CPC program?

A special information sheet has been created to compare all three programs. It is located at <https://mdcourts.gov/sites/default/files/import/professionaldev/pdfs/compareicm1.pdf>

What are some of the benefits of taking these courses?

There are many benefits, including:

- Meeting and learning from subject matter experts from across the Maryland Judiciary.
- Broadening your knowledge of our justice system, thereby helping you spot opportunities for improving the efficiency and effectiveness of court services.
- Networking with fellow classmates.
- Positioning yourself for greater opportunities for advancement.
- Taking advantage of opportunities for both professional and personal growth.

Will obtaining this certification help me get a promotion?

Many factors are considered when filling available positions. One of those factors may be your graduation from this program. Job postings may include graduation from this program as a preferred qualification.

Will there be an information session conducted?

Yes. One-hour, informational webinars will be held on Friday, September 28 at 2:00 p.m. and Thursday, October 4 at 10:00 a.m.

Webinars are conducted by a presenter using Go-to-Meeting. You will view a PowerPoint presentation on your computer, and you will use your telephone to participate in the conference call. There is no need to leave your office.

To sign up for the webinar, please e-mail Nancy.Kline@mdcourts.gov with the date you would like to attend. First, please secure permission from your supervisor or manager.

When will I receive notification of a decision?

Following the six-member Applicant Selection Panel Workgroup review, decisions will be e-mailed to all applicants by November 14, 2018.